



**Bureau of Health  
Environmental Health Services**  
435 Hamilton St., 410 City Hall  
Allentown, PA 18101  
Office: (610) 437-7759  
FAX: (610) 439-5946

## City of Allentown

### APPLICATION FOR SEASONAL OR POP UP TEMPORARY FOOD SERVICE LICENSE

Please complete both sides of this application and submit to the Bureau of Health at least five (5) business days prior to the event. Checks or money orders should be made payable to the City of Allentown and mailed or brought to the address above. The facility will be inspected on the first day of the event and a license will be issued at that time if the facility is in compliance with all applicable ordinances and the "Guidelines for Temporary Facilities". Please call (610) 437-7759 for food related questions. Additionally, you may apply for a 30-day extension. **If payment is not received along with the application at least five (5) business days prior to the event or prior to the expiration of your Seasonal or Pop Up License for the 1-month extension a late fee will be assessed.**

**Notice: All individuals or businesses, including non-profits, that operate in the City of Allentown are required to obtain a business license. Questions regarding the business registration can be directed to the Bureau of Revenue and Audit 610-437-7507.**

<b>Seasonal Temporary Food Facility</b> <ul style="list-style-type: none"> <li>Temporary food facility operated at a once per week seasonal event over 3-month license period in a single location</li> </ul>	<b>Pop Up Temporary Food Facility</b> <ul style="list-style-type: none"> <li>Temporary food facility in an indoor commercial store front, single location, 3-month license period. (maximum 2 licenses annually)</li> </ul>
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#### A. EVENT/OPERATOR INFORMATION

EVENT TYPE:  Seasonal Temporary      CONTACT NAME: \_\_\_\_\_  
 Pop Up Temporary      CONTACT PHONE: \_\_\_\_\_

EVENT NAME: \_\_\_\_\_

LOCATION OF EVENT: \_\_\_\_\_      EVENT DATE/TIME: \_\_\_\_\_

TIME SET UP WILL BE READY FOR INSPECTION: \_\_\_\_\_

\*\*\*\*All food, equipment, handwashing, and dishwashing stations must be onsite and operational at time indicated.

BUSINESS NAME: \_\_\_\_\_      BUSINESS PHONE: \_\_\_\_\_

BUSINESS ADDRESS \_\_\_\_\_

OPERATOR'S NAME \_\_\_\_\_      HOME PHONE: \_\_\_\_\_

OPERATOR'S ADDRESS \_\_\_\_\_ CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

FOR OFFICAL USE ONLY	
Date Received	
Activity #	
License #	
Approved By	
Date Approved	
Ext. Approved By	
Ext. Date Approved	

TYPE:	<input type="checkbox"/> SEASONAL	<input type="checkbox"/> POP UP
LICENSE & OPERATIONAL FEE		<b>\$75.00</b>
1 MONTH EXTENSION (\$15.00)		_____
LATE FEE (\$15.00)		_____
Late fee assessed if submitted less than 5 business days prior to the event.		TOTAL _____

**I understand that the temporary license is NOT TRANSFERABLE and NON-REFUNDABLE. I also agree to operate in accordance with the "Guidelines for Temporary Food Facilities", the Food Code, and all other applicable laws and regulations. Additionally, I understand that all food must be made onsite or in a commercially licensed food facility.**

\_\_\_\_\_  
Signature of Applicant

**B. FOOD/EQUIPMENT**

1. Please list your menu items: \_\_\_\_\_

2. What type of temporary food service facility will you be operating at the event? Check all that apply:

- Enclosed Trailer                       Outdoor Stand                       Other (specify) \_\_\_\_\_

3. Where will foods be prepared?    On-site                       Commercially Licensed Food Facility (specify) \_\_\_\_\_

**Foods prepared or canned in private homes are strictly prohibited. Food may be prepared in a commercially licensed food facility prior to the event. Otherwise, all food must be prepared on-site at your event.**

4. What type of power source will be used?                       Generator                       Plug-in electrical connection                       N/A

5. Will running water be available?    Yes    No    If "no", how will water be supplied? \_\_\_\_\_

6. Where will waste water (dish water or handwash) be stored and discarded? \_\_\_\_\_

All wastewater must be disposed of in a sanitary sewage system. Do **NOT** discard wastewater in a stormwater drain or on the ground.

7. How will cold foods be kept cold (below 41 F)? Foods may NOT be in direct contact with ice and Styrofoam coolers are prohibited.

- Refrigerator     Insulated Cooler                      Other (specify) \_\_\_\_\_

8. What equipment will you use to cook food? Check all that apply:

- Grill (gas, charcoal or electric)     Oven                       Fryer                       Microwave                       Other (specify) \_\_\_\_\_

9. How will cooked foods be kept hot (above 135 F) after cooking? Check all that apply:

- Steam Table                       Chafing Dish / Sterno                       Roaster                       Grill                       Other (specify) \_\_\_\_\_

10. If prepared food is on display, how will it be protected from contamination?

- Sneeze Guards                       Covers                       Other (specify) \_\_\_\_\_

11. What will you use for overhead protection?    Tent                       Roof                       Awning Cover                       Other (specify) \_\_\_\_\_

**NOTE: Outer opening protection to enclose the temporary food facility is recommended to be readily available and may be required in areas of food storage, preparation, cooking and serving where food is exposed and/or when conditions such as inclement weather, dust and insects or rodents exist.**

12. Did you receive any of the following handouts? Check all that were received.

- Temporary Guidelines  
 Handwashing at Temporary Events  
 Handwashing and Dishwashing at Temporary Events (Note: dishwashing setups are not always required - N/A if not required)